

## Association/Support Group Expense Form Federation of Foster Families of Nova Scotia

Your Name: \_\_\_\_\_ Period of Expense Report: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Your Expenses: RECEIPTS ARE REQUIRED for miscellaneous costs and when meal cost (in exceptional circumstances, i.e. conference) is over the stated allowance. \*\*\*Please complete Child Care portion on reverse of this form.**

Date (list each day separately)	Description (location & reason for travel)	Kms travelled	Total Travel Cost (\$0.4670 x KMs travelled)	Breakfast (\$8.00)	Lunch (\$15.00)	Dinner (\$20.00)	Child Care (complete reverse & bring total forward)	Miscellaneous (attach receipts)	Total
<b>Totals:</b>									

Explanation of miscellaneous items: \_\_\_\_\_

Signature: \_\_\_\_\_ Date submitted: \_\_\_\_\_

**Please complete and submit expense sheet with receipts attached to:**

Accounts Payable  
Federation of Foster Families of Nova Scotia  
99 Wyse Road, Suite 350  
Dartmouth, NS B3A 4S5

## Babysitting Claim

**Number of Child(ren)-in-care:** \_\_\_\_\_ **Ages:** \_\_\_\_\_

**Number of Biological/ Adoptive Child(ren):** \_\_\_\_\_ **Ages:** \_\_\_\_\_

Date	From (a.m. or p.m.)	To (a.m. or p.m.)	Number of Hours	\$10.60/hour 1 <sup>st</sup> child \$4.00/hour additional children (max of 4 children)

**Your Signature:** \_\_\_\_\_

- Children up to 12 years of age: \$10.60 per hour for the first child. The rate for each additional child is \$4 per hour for up to four children per household and a max of 10 hours per day.
- Please note: time relating to babysitting extends from 12:00am-12:00am (i.e. midnight to midnight is one full day). If babysitting is required overnight, this is considered ‘respite’ which is a maximum of \$56.00 for a 24-hour period.
- Child care for Children-in-Care over the age of 12 is considered “Youth Care” and is to be submitted to the Department of Community Services or Mi’kmaq Family & Children Services of Nova Scotia.
- Child care for Biological or Adoptive Children over the age of 12 is to be submitted to the Federation of Foster Families and will be considered on a case-by-case basis.